



Goddard Procedural Requirements (GPR)

DIRECTIVE NO. GPR 8715.3
EFFECTIVE DATE: December 15, 2004
EXPIRATION DATE: December 15, 2009

APPROVED BY Signature: Original Signed by
NAME: Edward J. Weiler
TITLE: Director

COMPLIANCE IS MANDATORY

Responsible Office: 803/Safety Office

Title: Wallops Flight Facility Executive Safety Council

PREFACE

P.1 PURPOSE

This directive establishes an Executive Safety Council at Wallops Flight Facility (WFF).

P.2 APPLICABILITY

This directive shall apply to all organizations at WFF.

P.3 AUTHORITY

[NPD 8700.1](#), NASA Policy for Safety and Mission Success

[NPR 8715.1](#), NASA Safety and Health Handbook Occupational Safety and Health Programs

P.4 REFERENCES

N/A

P.5 CANCELLATION

N/A

P.6 SAFETY

N/A

P.7 TRAINING

N/A

P.8 RECORDS

Record Title	Record Custodian	Retention
Executive Safety Council Agenda and Meeting Minutes	WFF Safety Office	*NRRS 1/14B1 Permanent. Retire to **FRC when 2 years old. Transfer to National Archives and Records Administration (NARA) when 20 years old.
Council Action Items and Disposition	WFF Safety Office	NRRS 1/14B2 Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

** Federal Records Center

P.9 METRICS

N/A

P.10 DEFINITIONS

N/A

PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is”.

The Executive Safety Council provides a forum for discussion of safety and health matters and input to the WFF senior manager’s decisions relative to occupational safety and health matters. The Group Lead for Occupational Safety and Health shall bring an agenda of current topics for discussion and facilitate the meeting. Mishaps, close calls, and other data pertaining to occupational safety and health will be presented and standing reports shall be given by representatives of the Employee Safety Committee and the Contractor Safety Council.

1. The WFF Executive Safety Council shall review:
 - a. the WFF portion of the Center’s Safety and Mission Assurance (SMA) Annual Operating Agreement to ensure that SMA processes and resources meet the Science Mission Directorate’s requirements and the metrics defining effectiveness and efficiency of SMA processes are adequate and accurately stated;
 - b. Emergency Response Plans (e.g., Emergency Medical Services, Structural Fire Response, Hurricane Plans) for adequacy;

- c. mishap and injury statistics to identify trends and determine if changes in the WFF SMA program should be made in response to those trends;
 - d. the adequacy of existing, and the need for new, safety and health policies and goals;
 - e. safety and health training needs of WFF personnel based on OSHA and NASA requirements;
 - f. other subjects as deemed necessary by the membership.
2. Membership is broad-based and includes representatives from management and employees, as well as, tenant management. Membership shall be:
- a. Director of Suborbital and Special Orbital Projects Directorate (SSOPD), Code 800
 - b. Deputy Director of SSOPD, Code 800
 - c. Resources Management Office, Code 801
 - d. Policy and Business Relations Office, Code 802
 - e. Safety Office, Code 803
 - f. Wallops Office of Public Affairs, Code 130.4
 - g. Assistant Director of Management Operations Directorate, Code 200
 - h. Flight Projects Directorate, Ground Network, Code 453
 - i. Assistant Director of Applied Engineering and Technology Directorate, Code 500
 - j. Observational Sciences Branch, Code 972
 - k. American Federation of Government Employees (AFGE) Employee's Representative
 - l. Wallops Contractor Safety Council Representative
3. The Director of SSOPD shall chair the WFF Executive Safety Council and may delegate Chair responsibilities to other members of the Council in his/her absence.
4. The WFF Safety Office shall schedule meetings on a monthly basis, prepare the agenda and provide a secretary to prepare and post the council meeting minutes and track action items resulting from the meeting. Each council action item/recommendation shall receive a formal response (within 30 days of receipt) as to the disposition of the action item/recommendations. Action items/recommendations and their dispositions will be incorporated in the minutes of subsequent meetings. Copies of minutes shall be kept on file for review by the Headquarters' safety and health offices.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	12/15/04	Initial Release

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